|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Specific Site:**  | **Taster Session Risk Assessment** | **Risk assessor:**  | **SC** | **Date: 05/05/2021** |
| **Activity:**  | **Beginner Introductory Session** | **Chairperson**  | **SR** | **Date: 05/05/2021** |

***Coach in this document refers to a Coach or a Leader. This document addresses the club liabilities, insurance and associated documentation and some procedural aspects specific to taster sessions. This risk assessment must be read in conjunction with the club generic risk assessment and associated site specific risk assessments.***

**Insurance:**

At the time or writing Canoe Wales uses the same insurers as British Canoeing, ref: <https://www.canoewales.com/insurance>. The insurance on page <https://www.britishcanoeing.org.uk/membership/why-join-british-canoeing/insurance-towergate#frequently-asked-questions-faqs> states: Individuals who may be interested in joining a club are insured for a maximum of 6 initial "taster" sessions. However, under AALA regulations <https://www.hse.gov.uk/aala/public-information.htm> youth are allowed a maximum of 3 days/year “taster” sessions unless they are either accompanied by an adult or offered to other voluntary associations by agreement. For indemnity to apply it is essential that the club records their name, address and dates of attendance. These details must be retained as they may be called upon in the event of a claim. <https://www.britishcanoeing.org.uk/competition/events-toolkit/compliance> also states something similar.

**Open and Closed Events**

<https://www.britishcanoeing.org.uk/guidance-resources/safety-1/event-safety-management> FAQs Event Safety Management 6 states: “We run some regular training at our club. Sometimes other paddlers from outside our club join our sessions. Does this mean that this is now an “open event” rather than a closed event? No. This is still a closed event.”

An “Open club event” is one to which non-members are openly invited or the event is publicly promoted.

**Child Protection**

<https://www.canoewales.com/safeguarding-and-child-protection> procedure “SPC-G10 Paddlesafe Events”. British Canoeing Photography document: G6 Guidelines for use of Photographic Filming Equipment.

**Event Approval:** The club committee or appointed sub-committee will approve the running of Taster Sessions.

**Location:** The location must meet the British Canoeing definition of “Very Sheltered Water”

**Weather Conditions and Clothing:**

Coaches should assume the participants will not possess water emersion clothing (e.g. wetsuits). Hence, the activities should be carried out in warm weather and warm water months. In most situations participants should be encouraged to wear synthetic clothing and a cagoule. Participants should wear basic footwear that will stay on when swimming.

**Group Size Limits:**

The taster sessions will be run by qualified coaches with group sizes in compliance with British Canoeing document “Environmental Definitions and Deployment Guidance for Instructors, Coaches and Leaders”. The event will be limited to 24 non-members on the water at any time in up to three groups.

**Documentation:**

All participants or their guardians must fill in a “sign in” sheet before taking part.

**Event Safety Plan** **and Check List**

1. Event organiser, event safety officer, and lead coach appointed. This can be the same person.
2. Club coaches allocated to lead groups on the water. All coaches with current first aid, disclosure check, appropriate safeguarding training and recently practiced with canoe and kayak rescue.
3. Club coaches should read appropriate site specific risk assessment before the event and level 1 coach’s site specific training refreshed.
4. Group safety officer. Where the paddling groups can move out of sight of the Bank steward (e.g. river access next to store) each group should have a “spare” competent adult who can assist if a participant gets into difficulties. The group safety officer should have a mobile phone and contact details of other officers.
5. Bank steward who will also act as communications officer and facilities co-ordinator appointed. The coordinator will ensure all participants have completed a sign-up sheet and any relevant details passed on to coaches. This may not be required for a single group which is either: adults or guardians participating with their child. Bank steward should have a phone.
6. Each group to have a mobile phone, first aid kit, throw rope and means of keeping a person warm.
7. Emergency action plan. For the river access next to store, this will simply be group officer to inform bank steward of the incident. Arrange for the casualty to be taken to the store on foot or collected by car. If necessary arrange transport direct to Withbush Hospital A&E which is less than one mile away. The bank steward will inform any other groups on the water and if necessary arrange for all to return to the club store. The event safety officer should develop an emergency action plan for other sites prior to the event.
8. Where under 18’s present Event Welfare Plan completed.
9. Guardians will hand over their children at the initial briefing to a specific group coach. This coach will note who the guardian is. The guardian must remain in the vicinity of the river access / store during the event. The child will remain within their paddling group until they are handed back by the specific coach to their guardian at the end.
10. Event organiser to brief all contributing club members and officers beforehand on the Emergency Action plan, Event Welfare Plan and general organisation of the event prior to it commencing.
11. New participants do not understand how quickly you can become cold when wet. They should be informed and have consented to the possibility they may fall in. However, they have not consented to deliberately getting wet and possible loss of enjoyment of the event. Hence, activities should minimise the possibility of participants becoming wet.
12. The clothing, shoes and the fitting of the buoyancy aid / helmet of each taster session participant should individually checked by a coach prior to going onto the water. The participants will not use spray decks even if they claim to have used them in the past.
13. The bank steward will pass the sign in sheets to the event organiser who will keep them for insurance purposes for 1 year.**Event Welfare Plan and Check List**

**(where under 18 years involved):**

1. Event Welfare Officer appointed.
2. Name and contact details of appointed Event Welfare Officer added so sign-up sheet and poster.
3. Poster displaying the Event Welfare Officer either at the meeting point or the event access point.
4. Club volunteers to be aware of the club safeguarding policy.
5. Club volunteers to have disclosure checks unless specific reasons stated below:
6. Club volunteers to be briefed on how the event will run and welfare issues to be aware of.
7. Parents and participants have signed the sign-up sheet and hence agreed to basic behaviour requirements for the event.
8. Briefing protocol followed to ensure Welfare aspects of the event are highlighted to the participants.
9. Nominate club members who may photograph the event. They will have read the British Canoeing guidelines and ensure the photographic images comply before publication. Guardians will sign to say that they will only photograph their immediate family or people from whom they have consent.
10. Provision for looking after participants car keys.

**Outdoor Briefing Guide**

**Event organiser to brief club supporting members:**

1. Check each group have phone, first aid kit, throw rope and means of keeping a person warm.

2. Check all group safety officers and the bank steward have each other’s phone numbers.

3. Brief club supporting members on Emergency Action plan, Event Welfare Plan and general organisation.

**Taster Participant Briefing:**

1. Introduction of Taster Event.
2. Introduction to Club Members.
3. Ensure all non-members have filled out a sign off sheet.
4. No changing or toilet facilities (though Morrison’s if desperate but please change first!).
5. Check all non-members have a change of clothes.
6. Arrange coaching groups.
7. Arrange equipment for non-members and coaches check each participants clothing, shoes and the fitting of the buoyancy aid / helmet .

**The Event Welfare office is:**

**Contact Number:**

Canoe Wales Safeguarding Officer: 07496 018281

Taster Event Sign Up Sheet

Date of Taster Session:

Name:

Address:

Post Code:

Telephone: Email:

If under 18 Guardian Name: Youth age:

Please state below in confidence any health or other matters the event coaches should be aware of for you (or your child) including any emergency medication that should be carried. IF NONE PLEASE WRITE NONE.

Please confirm if you (or your child) can swim at least 50 metres: **Yes / No**

Consent to taking and publication of photos / video by club representative: **Yes / No**

I confirm I (or my child) will:

* Help the coach by listening and following any instructions.
* Not take my phone, car keys, watch or anything else water will damage.
* Ideally wear synthetic clothing (not cotton) and footwear to protect my feet. Old trainers are ideal, but anything that will stay on if swimming. (Flip flop type shoes will fall off)
* Accept that there are some risks associated with kayaking and canoeing.
* Accept I could get wet and I will have a towel and some spare cloths in case.
* Accept that there are no changing facilities or toilets in the area, so I will need to “beach” change in the carpark.

For children guardians agree to

* Participate in the briefing by the coach.
* Remain in the vicinity of the carpark or river launch while your child is taking part in the activity and you will supervise their changing.
* Only take appropriate “kayaking activity” photographs and avoid close ups unless you have their consent, e.g. family or close friends.
* Know the Event Welfare Officer is:
* Know Event Welfare Officer contact is:
* Canoe Wales Safeguarding Officer: 07496 018281

**Signed (Adult or Guardian): Date:**